



FINANCE

CONTROLLER

(EMBARK)

<https://www.cpshr.us/recruitment/2242>





About OKC

Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 694,800 residents in a four (4) county, 621 square mile area. Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy,

Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the First Americans



Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center, and National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division. The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, citizens approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout the city, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.

In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families.

The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.

In January of 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General

Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$264,584,295 and to date with interest the board has allocated \$263,676,528 million toward projects.

In December 2019, citizens approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City's sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives.

For detailed information about MAPS 4 go to: <https://www.okc.gov/government/maps-4>

THE CITY'S VISION & MISSION

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified, and welcoming community. We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's Core Values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.

To learn more, go to: <https://www.okc.gov/home>



About EMBARK

The City of Oklahoma City's Public Transportation and Parking Systems, (dba "EMBARK") is the business unit of the Central Oklahoma Transportation and Parking Authority (COTPA), which is a public trust administered by the City. EMBARK, the hybrid City department and public trust, is responsible for planning, constructing, owning, and operating passenger transportation systems and downtown parking facilities.

EMBARK and its various partners run the day-to-day under leadership of the Administrator and is governed by the COTPA Board of Trustees. The eight-member Board of Trustees adopts rules, regulations and policies governing EMBARK, OKC Streetcar, Spokies bike share, Oklahoma River Cruises and Downtown public parking. Three members serve by position: the Mayor of Oklahoma City, the City Manager, and the City Finance Director. The five remaining trustees are appointed by the Mayor and approved by City Council.

EMBARK provides a diverse family of multi-modal transit services to the greater Oklahoma City area. These transportation options connect people with their community, while easing traffic congestion and reducing air pollution. EMBARK serves an estimated 3 million riders annually. EMBARK is comprised of 384 FTEs. Our 2024 fiscal year operating budget is \$61.5 million funded primarily by a subsidy from the City and the rest from federal grants and fares. EMBARK also has a \$116 million Capital Improvement Plan (CIP) and \$97 million of MAPS 4 funds dedicated to continuing the transformation of our public transit system with dramatic new improvements. More about MAPS 4 Transit projects can be found here: <https://www.okc.gov/government/maps-4/transit>

EMBARK partners with many community organizations to provide a wide range of transportation programs to meet the diverse needs of the community. Through these programs, qualified customers maintain



independence and access community services by arranging their own transportation. EMBARK transportation and parking services include:

Fixed-Route Bus Service

EMBARK operates 50 buses to serve much of the Oklahoma City metro area. Whether you're commuting to work, meeting friends, running errands, or just visiting, EMBARK has you covered. Each route's hours of operation vary, but many popular routes run about every 30 minutes during the weekday and every 60 minutes on Saturday, Sunday, and all holidays.

ADA Paratransit Services

EMBARK Plus Paratransit provides lift-equipped public transportation to eligible individuals within the Oklahoma City limits who are not functionally able to ride our fixed-route bus service due to a disabling condition.

Oklahoma River Cruises

In April 2008, Oklahoma River Cruises launched ferry transit service along a seven-mile stretch of the Oklahoma River. Oklahoma River Cruises is a great way to discover some of Oklahoma City's hidden treasures by way of public ferry

service, Specialty Cruises, or a Private Charter, all along four landings – Bricktown, Regatta Park, Stockyards, and Meridian. All landings have parking and access to additional public transit services.

Spokies Bike Share Service

Spokies is Oklahoma City's only bike share program with 60 pedal-only bikes and 52 E-bikes, it's an easy, accessible, and fun way to take on your daily commute, tour the city, get to and from concerts and games, or meet up with friends. It's the most affordable way to travel in and around OKC and is one of the best ways to cruise around downtown and many of the city's most exciting neighborhoods.

Downtown Public Parking Service

EMBARK owns five parking garages, five parking surface lots, and over 1,300 metered on-street parking spots located around Downtown OKC, EMBARK offers public parking near additional public transit options like Spokies bike share and the OKC Streetcar for customers to park and then ride to their favorite Downtown OKC amenities.



OKC Streetcar Service

The Oklahoma City Streetcar is EMBARK's newest transit option. The OKC Streetcar uses priority signaling technology, and real time technology at each of its 22 platforms throughout downtown. More than 1 million trips have been provided since the streetcar's launch in December 2018.

EMBARK Norman

EMBARK serves the City of Norman with scheduled fixed-route bus service and ADA paratransit services.

Coming Soon – RAPID NW

In late 2023, EMBARK will launch Central Oklahoma's first Bus Rapid Transit (BRT) line – RAPID NW. RAPID NW will provide a premium transit service to Northwest OKC residents through more frequent service with enhanced vehicles, stations and passenger amenities. The line connects downtown Oklahoma City and the Lake Hefner area, serving regional medical centers, commercial centers, the downtown city center, and residents along the Classen boulevard and Northwest Expressway urban arterials.

For more information about EMBARK, please visit: <https://embarkok.com/>



Our Culture

On November 16, 2020, EMBARK launched "The Roadmap", which is EMBARK's employee-driven transformation plan that outlines our Vision, Mission, Core Values, and Initiatives. It serves as our guide for setting organizational priorities and leads all employees on a journey towards cultural transformation. This journey begins with knowing where we are going (our Vision), why we exist (our Mission), and how we will get there (our Initiatives). Since the launch of The Roadmap, several employee recognition programs have been implemented, communication tools have expanded, a culture committee has formed, and customer service focused programs have been developed. For more information about The Roadmap and our journey towards culture transformation, please visit: <https://theroadmap.us>



VISION

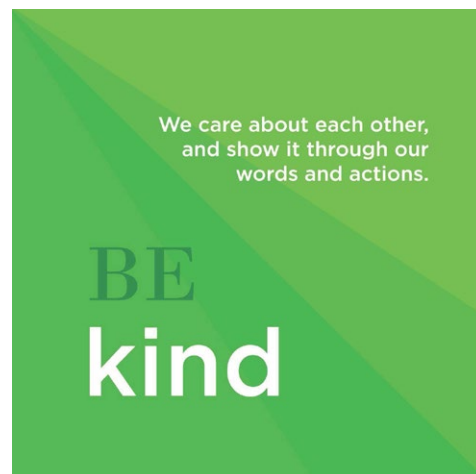
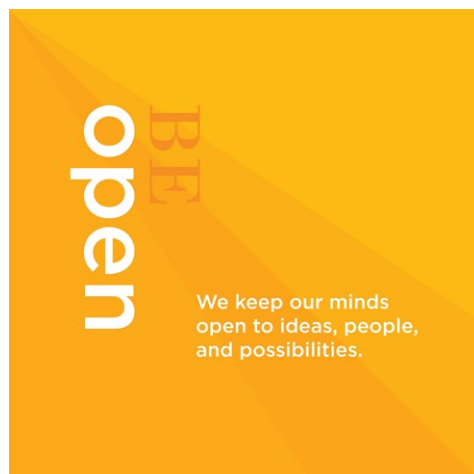
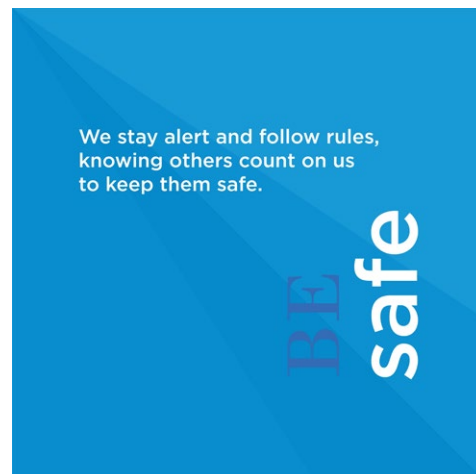
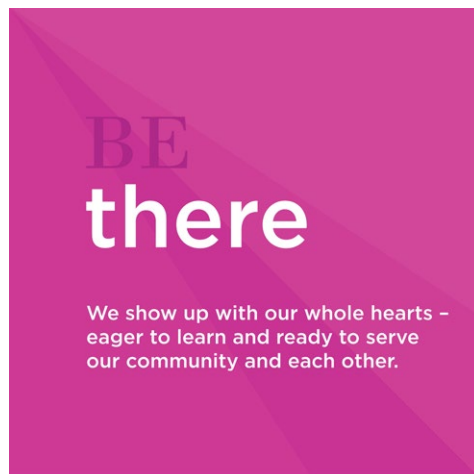
EMBARK will be world-class transportation that is accessible to all, and all want to access it.

MISSION STATEMENT

The mission of the EMBARK is to be a self-sustaining transportation network that removes barriers of location and socioeconomic status, while elevating the status and use of public transportation, so all of central Oklahoma can safely and quickly reach their destination.

CORE VALUES

Our values are our compass, they create clarity about what matters so we can do more of what matters most.



The Position ---

This position will oversee all the finance and accounting aspects for EMBARK. This position will report to the Assistant Director of Administration and will be the single, identifiable staff person who has ultimate responsibility for overseeing EMBARK's financial management and planning functions, while also providing direction over the human and financial resources required to successfully manage all facets of EMBARK's finances. The new Finance Controller will oversee a department of 6 FTEs to include four Municipal Accountant positions, a Federal Grant and Asset Coordinator and a Financial Specialist.

The ideal candidate shall be a results-oriented and strategic thinker with a successful track record of ensuring consistent and effective execution of accounting systems and processes and optimal use of department and organizational resources to meet the ever-changing needs of a highly visible and complex business unit. Candidates should preferably have experience working for transit / transportation agencies or a similar type of department for mid to large sized municipalities.

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Essential Job Functions

- Ensuring accounting processes are carried out in conformance with standards set by the Governmental Accounting Standards Board (GASB), are in compliance with the Generally Accepted Accounting Principles (GAAP) and employs guidance from the State Auditor's Office (SAO) and the Federal Transit Administration (FTA) when appropriate.
- Leading the preparation and administration of the annual budget and five year capital plan for the COTPA trust.
- Developing and utilizing performance management and tools for financial analysis and forecasting, periodic financial statements and administrative reports.
- Overseeing the evaluation of costs of collective bargaining proposals.
- Promoting quality customer service to internal and external customers.
- Interpreting budgetary performance and application of department policies and procedures.
- Providing general financial consulting services to all division managers including financial analysis for existing and proposed capital projects.
- Converting technical financial information into usable formats for EMBARK's executive leadership team, officials, and staff
- Advising the Executive Leadership team concerning federal, state, and local legislative issues impacting EMBARK's financial position.
- Supporting COTPA's Parking debt management program.
- Overseeing the department's Accounts Receivable and Payable functions.
- Ensuring the financial enterprise resource system is maintained and operational.
- Fiscal management and compliance of federal and state grants.
- Managing audit procedures required by department, city, federal, and state policies.

Job Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- Knowledge of and experience in applying finance theory and principles.
- Knowledge of and experience in applying Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting principles.
- Knowledge of and skill in applying budgeting principles and practices.
- Knowledge of and skill in applying federal and state laws, rules, regulations, and statutes related to public transportation funding.
- Knowledge of governmental accounting theory and practice.
- Skill and experience preparing financial statements and preparing budgets.
- Skill, knowledge, and experience in applying administrative and financial management principles and practices.
- Skills and experience in financial forecasting and performance management.
- Skills coordinating and supervising activities of clerical, technical, and professional staff.
- Skills in applying mathematical concepts.
- Ability to travel.

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Preferences

- Certified Public Accountant licensure.
- Ten years of progressively responsible experience in the finance or accounting field, with seven of those years being in government, transportation, non-profit, or other relevant area.
- Five years supervisory/management level experience managing a team of professionals, preferably in finance or accounting; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Working Conditions

- Indoors frequently, and subject to sitting, standing, or walking, for extended periods.
- Outside occasionally, and exposure to heat, cold, humidity, rain, etc.

- Subject to local travel to monitor divisional projects.
- Occasionally required to work beyond normal work hours or to change work hours.
- May work varied schedules, including weekends and holidays.

Physical Requirements

- Near vision enough to read and draft various forms of written and machinegenerated communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, tenkey, copier, fax, etc.

Evaluation Criteria

Difficulty

This job requires the application of management principles and techniques, relevant technical knowledge to coordinate and manage the staff and operational activities of a division and knowledge of labor/employee relations and collective bargaining agreements. Technical and administrative guides exist but must be interpreted, adapted, and applied based on specialized training and experience. New approaches and previously unused methods are devised and applied within existing guidelines and regulations.

Decisions made affecting department objectives impact both inside and outside the City organization. Responsibility encompasses quantity and quality of the work output of a division. The variables encountered are abstract and concrete in nature.

Interpersonal Relations

The employee has continual contact with divisional personnel, other City employees, contractors, citizens, outside agencies, other municipalities, etc., to obtain or provide information and/or provide technical assistance related to division activities. The use of tact and persuasiveness are necessary to obtain cooperation.

Supervision Given and Received

This position is a leadership position within the organization and must apply leadership principals including fostering a team environment, intentional and frequent communication with subordinates and active engagement in developing technical skills and leadership skills of those under supervision.

Work will be reviewed through conferences with supervisor and appraised as to attainment of programs objectives, adherence to regulations and City, COTPA, and FTA policies, and effectiveness and efficiency of management.

Other Duties and Responsibilities

This is a summary of the duties and responsibilities commonly found within this classification. It is not meant to be all-inclusive; thus, other related activities or tasks may be assigned.





Compensation And Benefits

The **UPDATED** salary range for this position is **\$91,203.84 - \$139,436.64** and is dependent upon the qualifications and experience of the selected candidate.

Our competitive benefits package includes:

- Flexible schedules with some telework
- 96 hours of vacation leave a year
- 130 hours of sick leave a year
- 11 regular holidays a year
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan

Application Process

Open Until Filled. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed. Please submit your materials to:

<https://www.cpshr.us/recruitment/2242>.

For additional information about this position please contact:

CPS HR CONSULTING

KYLIE WILSON

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An Equal Opportunity Employer

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability, or political affiliation. If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.